

## Aoyama, Joyce

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**From:** Aoyama, Joyce  
**Sent:** Tuesday, May 06, 2014 2:01 PM  
**To:** Farnham, Kim  
**Cc:** Hardin, Karen  
**Subject:** RE: I need clarification please for series 258a1 & interagency agreements

**Categories:** Record Saved - Shared, Blue Category

Hi Kim,

IAs are the same as grants and should be 1003b unless they are Superfund Site-Specific. EPA 258a(1) is for Final Deliverables and are Permanent Records. The actual grants and IA records should be 1003b.

My advice when creating collections is to always write the numbers in pencil until the series is complete. If you are adding 258a(1) files to the accession, they will follow with "5 of \_\_\_" etc. If you need to write the numbers in permanent marker, please consider leaving the "of \_\_\_" number blank until you have the accession #. In my experience that is what works best.

Hope that answers your questions. Thanks for checking.

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

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**From:** Farnham, Kim  
**Sent:** Tuesday, May 06, 2014 1:31 PM  
**To:** Aoyama, Joyce  
**Cc:** Hardin, Karen  
**Subject:** I need clarification please for series 258a1 & interagency agreements

Hello Joyce,

Hope all is well. I need clarification please.

Are IA (interagency agreements) the same disposition as the grants? Not sure which series they go under.

Karen currently has four boxes already for series 258a1.

- Since we are needing to add to this series, should we just add to the four boxes?
- If we just add the four boxes would need to be renumbered I think since currently they say 1 of 4 and so on.

Regards,

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*Kim M. Farnham*

Lead-Based Paint/Asbestos Compliance Officer

USEPA, PAMMU, AWT-128

1200 Sixth Avenue, Suite 900

Seattle, WA 98101

PH: 206-553-6697

Fax: 206-553-8509

<http://www.epa.gov/asbestos/> - Asbestos

<http://www.epa.gov/lead/> - Lead-Based Paint

<http://www.ehsmaterials.com/>

"A true leader always keeps an element of surprise up his sleeve, which others cannot grasp but which keeps his public excited and breathless." -*Charles de Gaulle*